

Civil Air Patrol
Headquarters
West Virginia Wing
| Charleston WV 25311-1056

WV Wing Supplement 1
CAPR 173-2
1 August 2003 |

Finance

FINANCIAL PROCEDURES FOR CAP REGIONS AND WINGS

CAPR 173-2, 22 March 2002, is supplemented as follows:

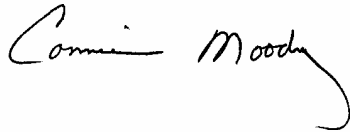
5k. The Finance Committee member conducting the audit will include in the report a summary of those transactions from the deemed questionable and request an explanation of those transactions from the Finance Officer, and the Wing Commander. The Finance Committee, excluding the Finance Officer, may appoint a sub-committee, to investigate questionable financial practices and procedures.

5n. Added. The Finance Committee may recommend replacement of the Wing Finance

Officer if it is determined that the Finance Officer is unsuitable for the position. Recommendations will be made in writing to the Wing Commander with full explanation.

6c. Added. The Wing Commander shall require all units to submit a written summary of all fund raising activities at the conclusion of each year.

10e. Added. WV Form 173-2 will be submitted to the Wing Finance Officer for reimbursement of approved expenditures.



CONNIE MOODY, Lt Col, CAP
Administrative Officer

RODNEY F. MOODY, Col, CAP
Commander

Supersedes WV Wing Supplement 1, 11 April 2002
OPR: FM
Distribution: Each Unit (1); MER/DA (1)